

The Compensation Board is pleased to announce

New Deputy and Office Administrator Training

**New Deputy Circuit Court Clerks
New Deputy Treasurers
New Deputy Commissioners of the Revenue
Commonwealth's Attorneys' Office Administrators**

Deputy and Office Administrator Training was created by the Compensation Board, in partnership with VALECO (Virginia Association of Locally Elected Constitutional Officers), to provide an overview of the major office functions to newly hired deputies and office administrators.

Topics will vary by office, but here's a sample:

- Freedom of Information
- Working for an Elected Official
- HR Management
- Department of Motor Vehicles
- Virginia Risk Plan

Some comments from last year's attendees:

"As a new employee I was unaware of this information, good job!"

"Presenter used charts which I can use at the office."

"Great networking experience."

"Extremely helpful to learn how other offices operate."

Training will be held in two locations:

Richmond

May 9-10, 2005

Holiday Inn Select Koger Center South

Roanoke*

May 18-19, 2005

Wyndham Roanoke Airport

**Note: Because of scheduling difficulties, Deputy Circuit Court Clerks will be trained in Richmond only.*

REGISTRATION

Registration will be held through April 22:

- Go to www.scb.virginia.gov
- Click on "Calendar and Meetings" button on the left hand side
- Choose "Training and Meeting Calendar"
- Scroll down to the box with Training Sessions Across the State, and you'll see a link under "Deputy Training" where you can Register Now.

For more information, contact Pamela Bradley, Training & Development Coordinator, at 804-786-0786 ext. 201, or at Pamela.Bradley@scb.virginia.gov